



# Intern Survival Guide 2004-2005

One stop source

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# Overview

- Visitor Center
- Welcome from Personnel
  - Orientation first day/paperwork
  - Health Care/Insurance
- 50 Action
- CAC Card
- Desk Set-up (Computer, Phone etc.)
- Intern Training
- Individual Training Program (IDP)
- Required Courses
- Helpful URL's
- The Intern Fellowship

# Visitor Center

- Located on left upon entrance to Picatinny, before the guard house
- Temporary badges distributed for car and individual
- Finger Printing location
- Decals for vehicles ( must bring license, registration, and insurance)
- Contact
  - 4-4951

# Welcome from Personnel

- Upon entrance to Building #1, see security desk for temporary building badge and directions to CPAC (Personnel)
- Additional paperwork to be completed with personnel consultant
- Receive initial benefits package (health, life, and Thrift Savings Plan (TSP))
- Briefing with Supervisor
- Release to Home Base and Team Lead

# 50 Action

- Personal Employee Information
  - Salary
  - Grade/Step
  - Service Date
- Contact
  - Linda Donatoni: Financial Advisor extension 4-6421

# Civilian Access Card (CAC)

- Entry through security, without full vehicle inspection
- Building Access
- Accessorizes your Bling Bling
- Contact
  - Linda Donatoni: Financial Advisor extension 4-6421

# Desk Set Up

- Computers
  - Mike Ruvolo: 4-6148
- Phones
  - contact building manager
- Supplies
  - Contact team lead

# Individual Development Plan (IDP)

- Development of career goals and activities
- URL: <https://rda.rdaisa.army.mil/CAPPMIS/>



# Helpful URL's

- Army Benefits Center-Civilian: <https://www.abc.army.mil> or
  - Telephone: 1-877-276-9833
- Federal Employees Group Life Insurance
  - <http://www.opm.gov/insure/life/>
- Thrift Savings Plan: [www.tsp.gov](http://www.tsp.gov)

# SAP Dept of Defense

## DD1556

- System Application Products and Data Processing (SAP)
- SAP was brought into The Department of Defense in 2000 for use in the Financial Management sector
- DD 1556 is the standard form for all training requests for the DoD
- All courses need to be submitted on this form and approved by Supervisor

# List of Acronyms

- COCP
- ARDEC
- FM
- OMA
- DFAS

# Required Courses

- Action Officer – ([http://www.aimsrdl.atssc.army.mil/secured/accp\\_top.htm](http://www.aimsrdl.atssc.army.mil/secured/accp_top.htm))
- Intern Leadership Development Class ( ILDC) 1wk on site
- Program, Planning, Budget Executions System (PPBES) 2 wks Finance School
- Appropriations Law – 4 days – USDA
- Financial Systems Training (SAP/COGNOS)
- Effective Briefing Techniques – 2 days – on site
- Intro to Federal Budget – USDA
- ACQ 101- Fundamentals of Systems Acquisition Management – online
- ACQ 201- Intermediate Systems Acquisition
- BCF 101 – Fundamentals Cost Analysis
- BCF 102 - Earned Value- online
- BCF 103 – Fundamentals Business Finance Management
- BCF 203
- BCF 204
- BCF 211

# Intern Training

- Required Courses for the Intern Program
- Internet Access (URL's) Courses
- POC for all information related to courses
- Individual Development Plan (IDP)
- DD1556
- List of acronyms

# The Intern Fellowship

- Intern Contacts
  - Margaret Ketch: Intern Coordinator ext. 4 - 6554
  - Tom Perkins: Intern Advisor ext. 4 - 5384
- Intern teamwork
- Create a bond with your fellow interns
- Networking with old interns
- Join Social Events
- Join ASMC

# List of Interns

Patricia Berry x4-5694

Pamela Armstrong x4-6997

Diane Alario x4-6352

Nancy Bair x4-7377

Bernice Jacob x4-5092

Dorothy Hunt x4-2256

Michele Andersen x4-7120

Nicholas Christos N/A

Jennifer Marion x4-7473

Carol Davidson-Toby x4-7928

Anita Alvarez x4-3034

Dana Firrincili x4-7113

Kristin Lohninger x4-8833

Wilson Cheng x4-2412

Richard Brown x4-8569

Patricia DeCandia x4-8188

Joselyn Rivera x4-4542

Chris Beermann x4-2619

Kirk Petgrave x4-8511

Matthew Seaman x4-3311

Dwight Nystrom x4-7410

Michael Nicotra x4-5404

Cynthia Mack x4-8529

Rachel Lashen x4-2515

Michael Rovnanik x4-5556

# List of Interns

Benjamin, Lindsey x4-2081

Duong, Jennifer x4-8094

Gronicki, Sandy N/A

Hopler, Anna x4-7780

McDonald, Darren x4-2391

Morgan, Amanda x4-3031

Nordlund, Alyce x4-3708

Poots, Kristin x4-2636

Reeves, Lynn x4-3251